

C3 ALLIANCE

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Event Manager

Company: C3 Alliance

Website: <https://www.c3alliance.ca/>

Location: Vancouver, BC

Job Type: Full-time

Salary: \$65,000-\$75,000

Closing Date: until filled

Benefits: Comprehensive benefits package available after 3 months, including health, dental, and vision coverage, paid time off, and professional development opportunities.

Reports to: Director of Events

Job Description:

Are you a passionate and experienced event professional eager to make a real impact? C3 Alliance is seeking a dynamic and detail-oriented Event Manager. C3 Alliance is seeking a dynamic and detail-oriented **Event Manager** to lead and oversee the planning and execution of high-profile conferences and events. Based in downtown Vancouver, BC, this role offers an exciting opportunity to manage industry-leading events such as the **BC Natural Resources Forum, the Indigenous Resource Opportunities Conference, and Heap Leach Solutions 2025.**

As an **Event Manager**, you will be responsible for the full lifecycle of event planning, from concept to execution. You will work closely with clients, sponsors, vendors, and internal teams to ensure the seamless delivery of high-quality events. You will also contribute to the strategic growth of C3 Alliance's events portfolio, helping to expand our impact and reputation within the industry.

Key Responsibilities:

- Lead the full lifecycle of event planning and execution, ensuring alignment with organizational goals and client expectations.
- Manage event budgets, timelines, and deliverables to ensure projects stay on track and within budget.
- Oversee all event logistics, including venue selection, vendor negotiations, catering, A/V, and on-site management.
- Develop event programs, speaker lineups, and agendas in collaboration with stakeholders.
- Cultivate and maintain strong relationships with sponsors, exhibitors, and key industry partners to maximize engagement and visibility.
- Serve as the primary point of contact for clients, ensuring their needs are met throughout the planning process and providing exceptional customer service to all event attendees.
- Work collaboratively with Indigenous communities, businesses, and government partners, ensuring respectful, reciprocal, and meaningful engagement in all event aspects.
- Run the event component of committee meetings.
- Collaborate with the communications team to develop promotional strategies and materials for events, including press releases, website updates, and social media posts.
- Develop post-event reports, analyze key performance metrics, and recommend improvements for future events.
- Track and manage invoices, payments, and sponsorship/exhibitor contributions.
- Maintain event documentation, contracts, and compliance requirements.
- Coordinate with the accounting team to ensure accurate financial reporting.
- Supervise on-site event staff and volunteers to ensure smooth event operations.
- Implement and oversee virtual event software when necessary.

Qualifications:

- 3+ years of experience in event planning, conference management, or a similar role (required).
- Demonstrated leadership skills with experience managing a team is essential, as an Event Coordinator will report to the Event Manager.
- Proven ability to manage complex projects with multiple stakeholders.
- Strong organizational, time management, and problem-solving skills.
- Excellent written and verbal communication skills.
- Experience working with sponsors, exhibitors, and high-level industry professionals.
- Proficiency in Microsoft Word, Excel, and event management software.
- Ability to work independently while effectively collaborating with a team.
- Strong attention to detail and ability to manage multiple tasks in a fast-paced environment.
- Familiarity with the natural resources sector, Indigenous engagement, or community development (preferred but not required).

Why Join Us?

At C3 Alliance, we are dedicated to fostering positive connections between communities, businesses, and government organizations. Our events play a crucial role in driving meaningful conversations and opportunities across various industries. If you're a driven event professional seeking a rewarding opportunity to contribute to meaningful connections and community development, we encourage you to apply! Join the C3 Alliance team and help us create exceptional events that drive positive change.

How to Apply:

If you are interested in this position and meet the qualifications, please submit your resume and cover letter to careers@c3alliancecorp.ca. Please include the job title '**Event Manager**' in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This job description outlines the primary responsibilities and qualifications for this role but does not limit the duties that may be assigned. For more information, we encourage you to visit [C3 Alliance](#), [BC Natural Resources Forum](#), and [Indigenous Resource Opportunities](#).